

The Housing and Community Development Authority is accepting resumes for a Community Programs Manager (Weatherization) position.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Vinya Dunbar at LaPerry@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 602574 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until June 2, 2016

Please see next page for job description.

Our Mission: IHCDAs help build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDAs is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

IHCDA Job Expectations

Title	Community Programs Manager – Weatherization	Exempt
Reports to	Community Programs Director	Date last revised: 4/26/16
Supervises	Home Energy Conservation Program Monitor Community Programs Analyst - Weatherization	
Summary	The Community Programs Manager – Weatherization contributes to fulfilling the IHCDAs mission and meeting strategic and annual IHCDAs operational and program goals by managing contracts and service delivery for multiple federally and locally funded grant programs. The Manager oversees the development of technical program standards, compliance monitoring of sub grantees, federal monitoring, training program curriculum, and constituent issues for weatherization funding provided through the Department of Energy, the Department of Health and Human Services, and any local providers.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners; demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDAs and its associated governing entities. Evaluation will also focus on successful management of full-time, part-time, and contracted staff.	

Our Mission: IHCDCA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDCA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

Key outcomes expected	<p><u>Leadership Outcomes:</u></p> <ol style="list-style-type: none"> 1. Maintain a climate that attracts, retains and motivates top quality personnel. 2. Train, enable and empower staff by: <ol style="list-style-type: none"> a. transmitting IHCDCA’s mission, vision, strategic priorities values, and direction; b. respecting and using the skills, expertise, experience and insights of staff; c. providing direction and resources, removing barriers and helping develop staff’s skills; d. articulating expectations and clarifying roles and relationships; e. encouraging staff to question organizational assumptions and ask strategic questions; f. ensuring quality decision-making; g. anticipating conflicts and facilitating resolution; h. engaging staff in process as well as tasks; i. delegating (encouraging staff use their power, practice their authority, and accept their responsibility); j. conducting regular team meetings; k. modeling behavior; l. setting aggressive yet achievable goals and providing tools and environment for staff to achieve those goals; and m. coaching staff to success. 3. Integrate various aspects of programs that may have existed in silos into a team with a cohesive vision and strategy. 4. Attend and participate in supervisor level meetings within IHCDCA. 5. Attend, support and encourage participation in Lean Management within your division and throughout IHCDCA. <p><u>Planning, Budgeting and Strategy Outcomes:</u></p> <ol style="list-style-type: none"> 6. Annually, develop, implement and evaluate the strategies for the programs under Manager’s oversight, taking into account all program area objectives and IHCDCA’s overall objectives. 7. Recommend short- and long-term objectives and action items to the Community Programs Director. Set measurable targets and report on success. 8. Meet regularly with the Community Programs Director to ensure clear and effective policies procedures are developed, implemented, and monitored, as well as successful delivery of programs. 9. Responsible for overseeing the development and monitoring of division budgets and work cooperatively with other divisions impacted by these budgets. 10. Track national and state trends and legislation concerning division funding or policy impact and work with the Director to implement program and policy changes as necessary. 11. Represent IHCDCA and the Community Programs’ department on external committees, at grantee events and at national organizations. 12. Serve as IHCDCA’s Federal and State representative with the various funders. <p><u>Program Management Outcomes:</u></p> <ol style="list-style-type: none"> 1. Oversee management and successful delivery of program benefits utilizing the following funding: <ol style="list-style-type: none"> a. Community Services Block Grant - Health and Human Services; b. Low Income Home Energy Assistance Program - Health and Human Services; c. Low Income Home Energy Assistance Program -State of Indiana; and d. Various local funding sources.
------------------------------	--

Our Mission: IHCDAs help build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDAs is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

	<ol style="list-style-type: none">2. Manage administration of grants, contracts and MOUs with subgrantees, vendors and partners; subgrantee progress and performance; professional services vendors; RFP's; claims, transmittals and payment processes; development and maintenance of external policy and procedure manuals, standard operating procedures and website content; monitoring plans and contract compliance.3. Coordinate legal issues with Legal or legislative staff that impacts programs.4. Oversee professional services contracts for monitoring, training, database management and special programs.5. Oversee special projects as necessary to implement federal regulations and to maintain compliance.6. Coordinate documentation requests and appeals from funders, constituents, and legislators.7. Contribute to monitoring visits made by federal or state funders, OIG and annual IHCDAs audit.8. Ensure regular IHCDAs communication to sub-grantees, vendors, partners, and contractors.9. Develop, coordinate and perform sub-grantee trainings.10. Develop and ensure timely approval and submission of state plans for Dept. of Energy Weatherization program funding yearly including any amendments.11. Oversee submission of required federal and state reporting requirements.12. Coordinate with Financial Operations on claims, transmittals and allowable costs.13. Coordinate with IT professional services vendor for the maintenance of the Indiana Weatherization Assistance database and ensure the quality of the data managed by the system.
--	---

Our Mission: IHCD A helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCD A is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

Critical skills, knowledge, and behaviors	<p>Highly collaborative style, and highly functional working with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Strong track record as an implementer who thrives on managing a variety of high priority initiatives concurrently. Excels at juggling multiple requests under time and resource pressures, while remaining flexible to changing assignments and agency priorities.</p> <p>Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.</p> <p>Ability to lead a high-performing team in a collaborative and results-oriented manner. Possesses skills, abilities and desire to lead, develop and empower staff.</p> <p>Strong attention to detail and follow-through.</p> <p>Demonstrates a high level of problem-solving ability.</p> <p>Demonstrates exceptional communication and interpersonal skills, with an ability to influence and persuade across IHCD A.</p> <p>Demonstrates exceptional writing and editing skills.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>Able to maintain confidentiality of agency information.</p> <p>Demonstrates customer service orientation.</p> <p>Possesses business related computer skills including Microsoft Word, PowerPoint, and Internet usage (e-mail).</p> <p>Knowledge and experience in public or government contracting, employment law, grant management, not-for-profit, community development, or corporate law and other similar areas.</p>
Education, experience, degrees, licenses	<p>Experience in management, supervision and federal and/or state grant funding required.</p> <p>At least 5 years work experience and 2 years managing government or nonprofit programs (or similar compatible experience) required.</p> <p>Must either possess or acquire and maintain Building Performance Institute Building Analyst certification, Lead Renovator certification through the Environmental Protection Agency and Department of Energy Quality Control Inspector and Energy Auditor.</p> <p>Bachelor's degree and/or Master's degree in business or public administration preferred</p>

Our Mission: IHCD A helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCD A is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

Work environment and physical demands	<p>Work is performed in both an office environment and in the field at office locations and client homes.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Must be able to lift and move at least 30 pounds of equipment several times throughout the day.</p> <p>Must be able to access crawl spaces and attics in client homes.</p> <p>Travel throughout the State of Indiana and the U.S. required approximately 20-30% of the time.</p>
--	---

IHCD A is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHCD A will take affirmative action to ensure that applicants are employed and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or veteran status.